

Hello, Max?

Yes.

Hi, it's Jenny.

Hello there. What can I do for you?

I just wanted to let you know that I might be a bit late for this morning's team meeting.

No problem – and given that Jack's busy until 10 too, I suggest we just postpone the meeting until 12, so that we're all there.

Good idea. As I've got to go to the R&D Department anyway in a minute, I'll pop in and let Jack know on my way.

Thanks. See you later.